



We are Sri Lanka's premier private sector commercial bank. Our visionary journey has taken us beyond the realms of business as we have made a conscious effort to go where no bank has dared to go; from downtrodden villages long-forgotten, to the world across the shores. The driving force behind this epoch-making journey is our strong team of achievers, affectionately known as the Hatna Family. As we continue to make history and move ahead, we invite dynamic and ambitious individuals to join us in our trailblazing banking saga.

We are looking for bright minds to help us create a world of happy experiences.

SECRETARY / BUSINESS SUPPORT ASSOCIATE (Outsourced)

Job Role

- Assist with the preparation of meetings and ensure necessary materials are available.
- Handle incoming and outgoing calls, and correspond through emails.
- Schedule appointments and manage both internal and external customers and calendars.
- Organize and maintain files and records, both physical and digital.
- Prepare and edit presentations, memos, reports, and other documents.
- Type and format documents, reports, and correspondence.
- Handle confidential information with discretion and professionalism.
- Perform general administrative duties.

Skills and Competencies

- Organizational skills: Ability to manage tasks, prioritise duties and maintain an orderly workspace.
- Communication skills: Strong written and verbal communication for clear interactions with internal and external customers.
- Time management: Ability to handle multiple tasks and meet deadlines efficiently.
- Confidentiality: Maintains discretion and safeguards sensitive information.
- Technical proficiency: Good knowledge in MS Office packages and office equipment.

Qualifications

- G.C.E Advanced Level Examination - minimum of three simple passes.
- G.C.E Ordinary Level Examination - minimum of 6 credit passes, including Mathematics and English.
- A Certificate in secretarial practices will be an added advantage.

Experience

- Prior work experience as a secretary/junior secretary is advantageous.

Age

- Below 27 years.

WALK-IN INTERVIEWS WILL BE HELD AS FOLLOWS

DATE : 19th May 2025
TIME SLOT : 8.30 am to 10.30 am
LOCATION : HNB Towers

Level 14, No. 479, T.B. Jayah Mawatha, Colombo 10.

* Please bring a copy of your Curriculum Vitae and NIC

APPLY VIA XPRESSJOBS

